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20 July 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training  
20 July 1967

1. Brookings Institution Conference

The tenth and final of the 1967 series of visits to CIA by participants in the Brookings Institution Conference for Business Executives on Federal Government Operations was held at Langley on 14 July. Unofficial advice from Brookings indicates that they will request another series of ten visits during the first half of calendar year 1968.

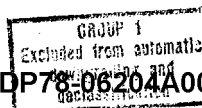
2. Presidents of the United States on Intelligence

The first edition of the "Presidents of the United States on Intelligence," a representative compilation of presidential statements compiled by the Curator of the Historical Intelligence Collection, was distributed to the Career Trainees in the Orientation to Intelligence Course. The booklet is required reading for the CTs.

3. Training Officers Meeting

A half-day meeting of all Training Officers of the Agency and other officials concerned with training is scheduled for Tuesday, 25 July, in Room GA-13, Headquarters. The purpose of the session is to discuss

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with the group such pertinent items as the recent Civil Service Commission and Congressional reviews of training under the Government Employees Training Act, significant elements of the revised HR [REDACTED] "Training at Non-CIA Facilities"; and new procedures being applied to the Agency Training Record and external training. [REDACTED] Chief of the Management Training Faculty, will outline the fall plans for management courses and programs and [REDACTED] CT Coordinator, will review the current developments in training programs for the CTs.

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#### 4. Congressional Fellowship

Word was received from the Civil Service Commission that Thomas [REDACTED] OCI/DDI, has been accepted for the 1967-68 Fellowship in Congressional Operations Program. [REDACTED] was the Agency's only nominee for this nine-month program which is conducted by the Civil Service Commission in cooperation with the American Political Science Association.

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#### 5. Program Assisted Instruction

During the past week two offices called for information on PAI. Technical Services Division has asked for guidance on the procedure to follow in setting up an audio course in PAI format. The Office of Scientific Intelligence asked for up-to-date information on the Auto Tutor teaching machine and programs available to be used with it. OSI employed [REDACTED] in the

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Office of ELINT. OSI is considering the purchase of an Auto Tutor and programs after reviewing the cost and programs available.

6. Visit

On 12 - 13 July, [REDACTED] from John Clarke's staff and [REDACTED] C/MPS/PG, visited [REDACTED] for a briefing and Station orientation.

7. Overtime

In FY 1966, [REDACTED] personnel worked 20,638 hours on an over-time basis. For the first five months of FY 1967, overtime work continued at a rate (total of 8,431 hours) which would have caused FY 1967 to equal FY 1966 in total overtime. In November of FY 1967, however, [REDACTED] instituted stringent overtime control procedures designed to reduce overtime by approximately 2,000 hours for the year. The program was so effective that [REDACTED] had only 12,498 hours of overtime during the Fiscal Year. The amount was 8,140 hours less than in FY 1966 and 6,258 hours less than authorized and funded for FY 1967. A graph which reflects this effort since last November is attached.

8. Non-Agency Briefings

During this reporting period the following non-Agency briefings were given: a) 8 USIA employees on "The Communist Movement"; b) 50 students [REDACTED] on "Targets of Insurgency"; c) 55 AID personnel scheduled for overseas assignment on the mission and functions of the Agency; d) 144 officers, attending the

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new Army Intelligence and Security Officer Advanced Course at Fort  
Holabird, on the Director's role at the White House and USIB levels.

**SIGNED**

**John Richardson**  
**Director of Training**

**Att**

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